

19 April 1968

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : ^{25X1A9a} Recommendation for Promotion -
[REDACTED]
GS-5 to GS-6

25X1A9a

1. It is requested that [REDACTED] be considered for promotion from GS-5 (Step 4) to GS-6.

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2. [REDACTED] has been employed as secretary and security assistant to the Security Officer/ORD since June 1967. During this period of time, she has demonstrated a capability to perform at the higher grade level.

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3. [REDACTED] is primarily responsible for processing the many clearance actions requested by personnel in the various ORD divisions. Many of these clearance actions must be processed on a "crash" basis with little lead time, and she has handled this task in an excellent manner. These clearance actions require constant liaison with the Security Staff, Office of Logistics, and with various components of the Office of Security, depending upon the nature of the clearance requested.

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4. [REDACTED] also handles many clearance certifications through various Agency components and to other government agencies. These certification actions require initiative and mature judgement, and [REDACTED] has handled a steadily increasing number of such certifications. She is also responsible for processing Agency ID cards for ORD staff personnel maintaining appropriate files to renew the cards prior to the expiration date.

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5. During the period of her assignment to ORD, [REDACTED] has proven to be a reliable, willing and conscientious employee, often remaining after regular working hours to complete an assigned

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approved

~~SECRET~~
EYES ONLY

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Recommendation for Promotion
[REDACTED]
GS-5 to GS-6

tasks. In view of her demonstrated performance to date, it is requested that she be considered for promotion to GS-6 at the earliest possible time.

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[REDACTED]
Security Officer/ORD

RECOMMEND APPROVAL:

[REDACTED]

Chairman, Special Panel, ORD

8/9/68
Date

APPROVAL:

Director of Research and Development

8/13/68
Date

Distribution:

- Original & 1 - Addressee
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SO/ORD/DD/S&T [REDACTED] dpc 3233 (19 Apr 68)

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